

CREW Denver Communications

Please send all communications content to:

Lisa Meireis Lisa.Meireis@guarantybankco.com 303-520-6364

copy to: [Lisa Kissler: LKissler@catamountconstructor.com](mailto:LKissler@catamountconstructor.com) 303-710-3593

Email Blast/Newsletter

Email blasts are sent out throughout the month highlighting events and news to our membership. It is up to each individual submitting a request for an email blast to verify that the cost of the email blast is within their committee budget.

The newsletter is published once a month at the beginning of the month. It includes blurbs on all CREW Denver upcoming events and activities, reports on past activities, news from other events that our members may be interested in, information on members who have received promotions or changed employment and other general news from within the chapter.

Newsletter articles and email blasts are meant to be brief and will link, if appropriate, to a longer article on the website (see the next page). Information must be submitted by newsletter deadline (see publishing schedule online: crewdenver.org/committee-communications.) Please provide 1 week notice on all email blasts.

Subject/Title¹:

Date/Time/Location of Event: (if relevant):

Sponsors^{2,3}:

Are you requesting an Email Blast?⁴ (Check one): Yes No

If yes, **Email Blast Date(s) Requested**⁵:

- 1.
- 2.
- 3.

Is there a photo or sponsor logo you'd like included in the newsletter?³: Yes No

Blurb: (keep to 4 lines or less)

Notes:

- (1) This is the subject of the email blast and/or title of the blurb in newsletter. It may make sense to title this as the event name.
- (2) Please use sponsors full name as you'd like published.

- (3) Please do not insert photos and logos in this document. They should be emailed as separate jpegs.
- (4) If no email blast is requested, we will use this info for the upcoming newsletter only.
- (5) Note, dates for email blasts are not guaranteed depending on other email blasts/newsletters scheduled but we will work with you based on your requested schedule.

Website

Our website includes a calendar of activities with more detailed information on the event pages. We also publish longer articles about activities within CREW Denver, including reports on previous activities. This information can be published at any time.

Are there photos or logos you'd like included on the website? ⁶: _____Yes _____No

Subject/Title ⁷:

Author (if appropriate) ⁸:

Article Copy ⁹:

Notes:

- (6) Please do not insert photos and logos in this document. They should be emailed as separate jpegs.
- (7) This will be the title at the top of the webpage for the article.
- (8) Please include an author for any "articles". Event listings do not require an author.
- (9) Please type your article into the body of this form. If you prefer to attach a .pdf, that may be submitted but will be posted as a link to the .pdf on the website as opposed to information within the body of the site.